



# Pacific Lutheran University Payment Request Form

**Reason for Payment (mark appropriate box):**

Date:

- Reimbursement (Attach original receipts - Credit card slips alone are generally not sufficient documentation)
- Honorarium (Attach supporting documentation)
- Other (Enter business purpose in description box below)

**IRS Form W-9 required for first-time U.S. citizen/entity payees** (excluding student/faculty/staff)

**Payee Name:**

**Payee Address:**

  
  


**PLU ID, Social Security, or Federal Tax ID Number:**

**Privacy Act Notice:** IRC Section 6109 requires most recipients for services performed to give taxpayer identification numbers to payers who must report the payments to the IRS. The IRS uses the numbers for identification purposes. Payers must be given the numbers whether or not recipients are required to file tax returns. Payers must generally withhold taxes from taxable payments to a payee who does not furnish a taxpayer identification number to a payer. Certain penalties also apply.

**Mark all that apply:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> U.S. Citizen/U.S. Entity | <input type="checkbox"/> PLU Student   | <input type="checkbox"/> Resident Alien |
| <input type="checkbox"/> Faculty/Staff            | <input type="checkbox"/> Non-Resident Alien/Foreign Entity -See Procedures for Paying non-US Citizens on BUSO web page |   |

FOAP (XXXXXX - XXXX - XXXX - XX)	Description of Expense (Briefly describe business purpose)	Amount
Total		

**Disposition of Payment (mark appropriate box):**

- Mail Check (with enclosure)
- Send Check via Campus mail
- Pick up Check in Business Office
- Mail Check (no enclosure)
- ACH (**Required for faculty/staff payees**)

Payment Requested By (Print):	
Requestor (Signature):	
Phone/Ext. #:	
Financial Mgr. (Signature):	

***Enter data electronically or print out to manually enter data.***